



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** Deputy Group Chief, Office of Data Strategy and Compliance

**Position Number:** 30175

**Position Grade:** GS-14

**Salary Range:** \$103,690 - \$159,286 (not applicable for detailees)

**Vacancy Open Period:** 5/25/2021 – 6/15/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCTC/ODSC

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

**This is an opportunity for:**

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply).

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

## Major Duties and Responsibilities (MDRs)

- Serve as the Deputy Group Chief of the NCTC Office of Data Strategy and Compliance (ODSC), directly supporting the Group Chief.
- Provide leadership in planning and implementing NCTC compliance programs, policies, and procedures to ensure compliance with NCTC's data-handling and safeguarding obligations pursuant to its authorities, data provider agreements, internal policy, and other relevant policies, guidelines, and procedures.
- Advocate for and support the innovative use of data in pursuit of the NCTC counterterrorism mission, effective information sharing, and the protection of sources and methods, operational equities, and the privacy and civil liberties of United States (U.S.) persons.
- Lead and direct the organization's sensitive intelligence access-approval operation, ensuring that customers' needs are met and that information is timely and accurate.
- Lead, oversee, and orchestrate cross-directorate collaboration on the development of internal information sharing and safeguarding policies, guidelines, and procedures, and/or broker information sharing and safeguarding agreements with external entities; evaluate and assess these efforts to ensure that they are successful.
- Provide leadership, oversight, and guidance in the preparation of briefings, reports, and presentations for NCTC and ODNI leadership, senior policymakers, IC members, external oversight entities, and other intelligence consumers in a manner that meets their specified requirements.



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- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personnel development.
- Oversee a team of contract personnel, in coordination with the COTR, to ensure timely, thorough completion of deliverables and adherence to statements of work.
- Continually expand personal expertise with regard to data safeguarding and information sharing tools, technology, plans, and policies to facilitate the cooperation and effective coordination of the National Counterterrorism Center, the Office of the Director of National Intelligence (ODNI), the IC, and other U.S. Government agencies.

## Mandatory and Educational Requirements

- Superior ability to develop effective professional and interpersonal relationships with peers and colleagues in NCTC, ODNI, the IC, and U.S. Government, and to earn their confidence and trust.
- Superior interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively at a senior level within an interagency environment on complex issues requiring negotiation and consensus building.
- Superior ability to communicate orally and in written reports and documents, in a clear, concise manner.
- Superior ability to analyze, synthesize, and judge information.
- Superior ability to balance responsibilities among assigned activities, including the demonstrated ability to manage transitions effectively from task to task, delegate effectively, and adapt to varying customer needs.

## Desired

- Demonstrated knowledge of the mission, charter, roles, and responsibilities of NCTC, ODNI, the IC, and U.S. Government agencies, and how these organizations can effectively cooperate in implementing information sharing and safeguarding plans and programs.
- Demonstrated on-the-job experience leading a high-performance team of staff and contractor personnel.
- Demonstrated knowledge of NCTC authorities, policies, and procedures governing information sharing and data handling.

## Key Requirements and How to Apply

### Internal ODNI Candidates:

### A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **Current Federal Employees Applying for a Detail Assignment:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.*

## **Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-HR-HRM-TEAMC-Mailbox@cia.ic.gov (classified email system) or Recruitment\_TeamC@dni.gov (unclassified email system).

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.



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To verify receipt of your application package ONLY, you may call 703-275-3955.

## What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: [Recruitment\\_TeamC@dni.gov](mailto:Recruitment_TeamC@dni.gov)

## Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**